



NORTHWEST POWER NORTHWEST VALUES

Job Title/Series/Grade: Substation Operator & DC Substation Operator, BB-5407

Job Announcement Number: 7064-10-DH-A2

Duty Location: Throughout Oregon, Washington, Idaho and Western Montana

POSITION INFORMATION: These are Permanent positions with full-time work schedules.

ANTICIPATED NUMBER OF POSITIONS TO BE FILLED: More than One (1) position may be filled

Opening Date: 10/01/09

Closing Date: 10/01/10

Amendment: This announcement has been amended to change the closing date from 'Open until filled.' To 10/01/10. All other information remains the same.

NOTE: This Open until Filled Announcement will be used to fill both current and future vacancies at a variety of duty locations. The first cut-off date for receipt of applications will be **November 2, 2009**. Additional cut-off dates will be established throughout the open period of the announcement. Applications received after November 1, 2009 will be rated/ranked & referred in the order received or, depending on the hiring needs of the agency, or may be returned to you unrated. Applicants are **strongly encouraged** to apply prior to the first cut-off date in order to maximize their opportunity for consideration.

Although this announcement is advertised for Multiple Locations, It is **not intended** to convey any implications nor expectations that positions will be filled all at locations. In some case, advertised duty locations may not have a vacancy during the open period of this announcement.

Organization: Transmission Services, Transmission Field Services

Who May Be Considered:

Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

*** Applicants who applied and were found qualified on vacancy announcement 006049-09-DH are required to re-apply in order to be considered for this position.**

Salary range: *Substation Operator -\$37.33 per hour | DC Substation Operator - \$40.13 per hour

*In addition to the wage rate, BPA pays a 3.16% differential for each non-overtime hour worked. This differential is separate from other premiums that are paid under the collective bargaining agreement.

BPA will pay a recruitment bonus in the amount of (22% of the annual wage rate) with a signed three year service agreement.

BPA will pay relocation assistance, when appropriate. The assistance offered includes:

- **Transportation of household goods up to 18,000 pounds**
- **Temporary storage of household goods up to a maximum of 180 days**
- **Transportation for employee and family to include airfare or mileage allowance**
- **Per Diem expenses of employee**

Bonneville Power Administration (best known as BPA) is headquartered in Portland, OR, and has been providing over a third of the electricity consumed in the Pacific Northwest for more than 70 years. While we take pride in helping to "keep the lights on" we also fund and manage one of the largest fish and wildlife programs in the world; invest in new renewable generating resources such as wind and geothermal projects; and are proud to be a leading partner in promoting energy conservation and efficiency programs.

How are we able to accomplish so much? It's simple – our people! Not only is our work diverse but so are our employees who enjoy a range of competitive benefits including flexible work schedules, generous leave, secure retirement, and much

more. And the best part of all, our employees know they make a difference every day providing a critical service to the public while they get to work, live, and play in the great Pacific Northwest! You can learn more about BPA at www.bpa.gov.

Key Requirements:

- **The Substation Operator/ D.C. Substation Operator position requires journeyman level experience in an electrical transmission utility that included switching and developing switching orders for transmission and distribution electrical equipment.**
- **Technical Interviews will be required for all candidates determined qualified.**
- Applicants **must** complete the attached “**Certification of Geographic Availability Form**” indicating which location(s) they wish to be considered for. The completed form must be returned with your application package.
- **This position has a selective factor which will serve as a screen-out element. You must submit a complete copy of your Non-Employment driving record obtained from the Dept. of Motor Vehicles, covering the past three years and dated within the last 90 days. Failure to provide will result in a rating of not qualified.** Applicants who do not possess a good driving record will receive no further consideration for this position (Details are provided in the ‘Qualifications’ section of the announcement, below.) ***Selectee will be required to submit an updated driving record prior to appointment.**
- **If selected, you will be required to pass an advanced level pre-appointment background investigation, physical examination, Drug Screen, and respiratory test and apparatus fitting.**
- **Your complete application package must include: a detailed resume/application that clearly supports your experience gained, education and/or training completed, and provided you with the basic knowledge to perform the duties of this position. Describe in complete detail your experience writing step-by-step switch orders for an electrical transmission utility that clearly demonstrates your knowledge using station prints, to: clear or bypass a line, a power circuit breaker on a main bus or auxiliary bus, a transformer, and a power transformer bank for a high-voltage power system using station prints (one line diagrams, relay schematics, and wiring diagrams). Be sure to include when and where you gained your experience to perform this work, and a complete Non-Employment driving record. Your complete application package must be received no later than 11:59pm Pacific Time (PT) of the closing date to receive consideration for this position.**
- This position is covered by the Employee Referral Program (ERP). Current BPA Employees may be eligible to receive a monetary award for referring applicants.

DUTIES AND RESPONSIBILITIES: BPA’s Substation Operator tasks vary with the type of substation to be operated but may include any of the following tasks and conditions. As a BPA Substation Operator you may perform the following tasks:

Operations

- Operate energized high and low voltage electrical power transmission system substations following strict procedures and safety requirements.
- Check and review station conditions.
- Review station log book and Substation Operating Manual.
- Are responsible for Control of Entry, Station Security, and safety of others in the station.
- May be assigned other duties such as Safety Watching and escorting others.
- Keep System Dispatchers and others informed of all local information pertinent to the operation of the power system.
- Notify specified BPA personnel and others of power system emergencies.
- Interact with the public and BPA customers.

Inspections

- Check indication and tags on control panel against actual station conditions.
- Check for adherence to the station voltage schedule.
- Check for compliance with prescribed operating limits on lines and equipment (load, voltage, temperature, etc.).
- Periodically inspect station, including all components in switchyard, control house, relay houses, and other buildings.
- Conduct security check of perimeter fences, gates, doors, and windows.
- Check for conditions constituting hazards to personnel, property, or equipment.
- Take action to correct abnormal conditions or notify others concerned with the condition.

Switching

- Ascertain, plan, and perform any switching scheduled during tour of duty.
- Plan and perform switching as delegated by system dispatcher.
- Perform operating functions in accordance with the Switching and Clearance Procedures, the Accident Prevention Manual, and the Substation Operating Manual which includes: operating bulletins, substation standing operating orders, station instructions, etc.

- During loss of communication with control centers, operate a substation in accordance with pre-approved, written orders and instructions. In case of trouble involving possible injury, loss of life, or damage to property, operate substation in accordance with best personal judgment.

Communications

- Monitor and operate various communications systems. These systems include mobile radios, commercial phone lines, and various BPA communications systems for purposes including voice communications, relaying, and billing and require clear oral communication.

Records and Reports

- Complete files and maintains various records and reports in accordance with instructions. May read, record, and report various meters, instruments, gauges, and billing meters.
- File, maintain, correct, and as necessary order new substation prints.

Instructing

- Lead and instruct others as assigned.

Non-electric Plant

- Perform non-electric plant duties such as building and grounds maintenance as assigned.

Environmental

- May perform preventive and/or corrective containment and/or cleanup measures to protect the environment.
- Work both indoors and outdoors under all prevailing weather conditions during the day or night.
- Work on uneven outdoor surfaces including steep inclines on rocked or graveled surfaces and unimproved surfaces. Hazards include working around high voltage equipment and machinery with moving parts. The possibility of explosion or fire is ever-present.
- Be able to wear protective apparel such as respirators when required for worker safety.
- Work from ladders, platforms, scaffolding, or stairs at heights up to 60 feet.
- Will occasionally be exposed to high noise levels and/or hazardous substances (such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc.) that could, if precautions are not followed, pose a health risk. Proper respiratory and safety equipment shall be worn when hazardous substances are being handled.
- Drive 15-20% of the time in all weather conditions.

Emergencies, critical system conditions, or outage limitations may require that work be done at night and/or under time restraints. System priorities may require extended periods of overtime, including working weekends and holidays.

Working Conditions: Work is performed both indoors and outdoors under all prevailing weather conditions during the day or night. Work is also performed on uneven, outdoor surfaces, including steep inclines, on rocked or graveled surfaces and unimproved surfaces. Hazards include working around high voltage equipment and machinery with moving parts. The possibility of explosion or fire is ever-present. The Substation Operator may work from ladders, platforms, scaffolding, or stairs. Work may be at heights up to 60 feet. The work environment will occasionally include high noise levels and/or exposure to hazardous substances (such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc.) that could, if precautions are not followed, pose a health risk. Proper respiratory and safety equipment shall be worn when hazardous substances are being handled. Emergencies, critical system conditions, or outage limitations may require that work be done at night and/or under time restraints. System priorities may require extended periods of overtime, including working weekends and holidays.

PHYSICAL REQUIREMENTS:

PHYSICAL REQUIREMENTS Physical Requirement needed to perform essential functions NR=not required; Rarely = 1% or less; Occasionally = 1-33%; Frequently = 34-65%; Continually = 66-100%		
Climbing	Occasionally	Able to climb and work at various heights averaging 10 feet, rarely up to 60 feet, such as on platforms, scaffolding, ladders and stairs adjacent to high-voltage equipment.
Balancing	Frequently	Requires good balance to climb ladders, perform repair duties, and while switching and changing fuses. Walking on uneven surfaces.
Leg/Foot Use (in conjunction with standing, walking, and climbing)	Frequently	To operate motor vehicles and to climb ladders and stairs. Must be able to work from ladders, platforms, and scaffolding.
Standing	Occasionally	Ability to stand an average of 2-3 hours uninterrupted. Occasionally stands a maximum of up to 8 hours per day when performing safety watching.
Sitting	Frequently	Drives vehicles to and from work sites, monitor and operate various communication systems; perform office work. Average of 3-4 hours per day.
Walking	Frequently	Walk/stand on uneven, slippery surfaces, including steep inclines in all weather conditions. Must be able to move rapidly to and from the control house at various locations in the switchyard (distances of up to one-quarter mile) several times in succession during the execution of switching operations. Must be able to walk up to 4 hours on large-graveled surfaces

Lifting/Carrying	Occasionally	Lifts tools and equipment. Average is 30 pounds. Lifts and positions 100-110 pound nitrogen bottles and 120-pound manhole covers. Ability to raise, lower, and maneuver up to 30-pounds utilizing a pole 20 feet or more in length.
Pushing/Pulling	Occasionally	Requires up to 75 pounds of exertion to operate swing handle or hand crank of disconnect while in a standing position. Moves and positions equipment and materials weighing up to 120 pounds such as manhole covers and nitrogen bottles.
Twisting/Bending/ Stooping (knees, waist, neck, wrist)	Frequently	Ability to raise, lower and maneuver up to 30 pounds utilizing a pole 20 feet or more in length. Performs inspections and cleaning duties.
Handling/Grasping	Occasionally	Ability to raise, lower, and maneuver up to 30 pounds utilizing a pole 20 feet or more in length to change fuses and perform switching operations. Grasps swing handles and hand cranks to perform switching operations. Fine grasping to replace screws and relay equipment.
Crouching	Occasionally	May crouch when performing inspections.
Kneeling/Crawling	Rarely	Kneels to access and inspect equipment.
Fingering/Feeling	Occasionally	Performs repairs and switching activities. Turns knobs and grasps screws after removing relay covers.
Other Physical Requirements	Occasionally	Considerable physical exertion is also required while performing activities such as building and grounds maintenance and when traveling on foot to gain access to remote switching locations.

USE OF SENSES

Talking	Continually	Able to communicate with co-workers and to provide clear, accurate communication.
Hearing	Continually	To receive directions from co-workers, listen for telephone. Ability to hear warning devices, and indicators of problems in the substation.
Vision	Continually	To safely operate equipment and use tools while performing disconnects and switching operations. Requires good spatial ability/depth perception and sufficient color discrimination to distinguish color-coding or shade variations. Distant visual acuity of at least 20/40.
Smell	Continually	Able to detect various gases, fuels, exhausts, burning of electrical equipment. Gas detectors are available.

MENTAL REQUIREMENTS

Requires ability to perform effectively under stress for extended periods of time in hazardous situations; interact/communicate with others; comprehend and follow directions; work both independently and as a team member; make decisions and judgments; maintain flexibility in performing a variety of tasks, pay attention to detail, follow safety rules; operate vehicles and equipment safely; read and comprehend manuals and substation maps; sufficient math/geometric skills; basic computer skills.		
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ENVIRONMENTAL

Requires ability to work outside in all weather conditions; inside work required while working on relay and control panels and other electrical equipment. Frequent exposure to hazards typical of working around high voltage equipment and machinery with moving parts. Potential exposure to loud noises. May perform preventative and/or corrective containment and/or cleanup measures to protect the environment with various chemicals such as herbicides, pesticides, and solvents. MSDS are available. Ability to work at heights and underground. Required to wear various levels of PPE (hearing protection, respiratory protection, hard hats, safety glasses; if required, insulated rubber gloves).		
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SPECIAL EQUIPMENT

Uses equipment such as cars, trucks, a variety of power and hand tools and test equipment. Uses office equipment such as computers, telephones, copier and fax machines.		
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SPECIAL CONDITIONS OF EMPLOYMENT: Persons filling Substation Operator and D.C. Substation Operator positions are required to meet some or all of the following conditions:

1. Establish a residence in accordance with negotiated requirements that is within one hour or less commuting time under normal weather and road conditions, to the duty station headquarters.
2. Provide a means for contact by the Administration.
3. Change shifts on short notice or continue on duty in the absence of relief.
4. Possess within 30 days after appointment, and maintain continuously thereafter, an Electrical Worker's Permit.
5. Possess a valid state driver's license. Traffic citations indicating poor driving habits may disqualify applicants.
6. Obtain certification on the equipment associated with substation operations, if assigned to use or operate.

7. Possess within 90 days after appointment, and maintain continuously thereafter, a Standard Clearance certification.
8. Possess within one year after appointment, and maintain continuously thereafter, a First Aid Card.
9. Follow and enforce the safety practices of BPA.
10. Operate any type of motor vehicles applicable to assigned duties.
11. If exposed to health hazards, have periodic physical examinations as prescribed by competent medical authority at BPA expense. (Employees will work in close proximity to substances, such as acids, PCBs, pesticides, asbestos, mercury, solvents, etc., which may have effects on health unless prescribed handling procedures are followed.)
12. Be able to wear protective apparel such as respirators when required for worker safety.
13. As part of the job requirements, and, at the discretion of the District Office, the Substation Operator or D.C. Substation Operator shall be required to apply restricted use pesticides and may be required to obtain a pesticide applicator's license. The Administration shall provide the necessary training for such a license.
14. Subject to call for emergency work at any time.
15. May be placed in an available status during off hours subject to negotiated agreement.

SELECTIVE PLACEMENT FACTOR (SCREEN-OUT ELEMENT): Applicants must submit a copy of their complete Non-Employment driving record (obtained from the Department of Motor Vehicles, covering the past 3 years and dated within the last 90 days). Candidates with a poor driving record and/or revocation of license will be immediately disqualified from consideration (see definition of disqualifying driving records, below*). **Failure to submit driving record will result in a rating of not qualified. If selected, you will be required to maintain a valid state driver's license.**

***Disqualifying Driving Records:** Within the past three years, any of the following conditions disqualify an applicant for a U.S. Government Motor Vehicle Authorization:

A. Conviction for operating a motor vehicle under the influence of alcohol or a controlled substance.

B. Conviction for leaving the scene of an accident without making his or her identity known.

C. Driver's license suspended, revoked or canceled.

D. Any recurrent record of auto accidents/incidents, traffic violations, or arrests, which demonstrate that the applicant does not have an adequate sense of responsibility. This may be shown by any of the following:

- **Auto Accidents/Incidents**
- **Traffic Arrests**
- **Conviction for fleeing or attempting to elude a police officer.**
- **Conviction for a felony involving the use of a motor vehicle.**
- **Two or more accidents in which the applicant was at fault.**
- **Two or more excessive speeding violations (15 miles per hour or more over the posted limit).**
- **Four or more moving or traffic violations (including speeding).**

QUALIFICATIONS REQUIREMENTS AND BASIS OF RATING: In addition to meeting the Selective Placement Factor above, you must also meet the following requirements. Candidates will be evaluated on the basis of experience, education, training, supervisory appraisal, and/or potential on the following elements. Experience may have been obtained in either (1) a formal apprenticeship in Substation Operations, or (2) sufficient recent training and/or experience in the trade which can be evaluated as providing the skills and knowledges required to perform the duties of the position. Your rating is based on a complete evaluation of the quality and extent of your **electrical transmission utility** experience, education, and training reflected in both your resume and your response to the following experience requirements:

1. **ABILITY TO PERFORM THE WORK OF A SUBSTATION OPERATOR WITHOUT MORE THAN NORMAL SUPERVISION. (SCREEN OUT - Failure to meet this requirement will result in a rating of not qualified and your application will not received any further consideration)**
2. Knowledge of electrical circuitry and theory as it applies to the electric transmission power system.
3. Knowledge of the purpose and use of electrical transmission power system equipment.
4. Knowledge of electrical transmission power system technical practices.
5. Use of measuring instruments.

6. Ability to interpret instructions, procedures, and circuit diagrams.
7. Knowledge of the safety rules, switching and clearance procedures of a large interconnected power system

Experience Requirements: Ability to Perform the Work of a Substation Operator without More Than Normal Supervision.

On a separate sheet of paper describe in complete detail your experience writing step-by-step switch orders for an electrical transmission utility that clearly demonstrates your knowledge using station prints, to: clear or bypass a line, a power circuit breaker on a main bus or auxiliary bus, a transformer, and a power transformer bank for a high-voltage power system using station prints (one line diagrams, relay schematics, and wiring diagrams). Include when and where you gained your experience to perform this work. Do not attach copies of switch orders you have written. Instead, describe in complete detail the processes you have used at your utility and attach to your resume.

NOTE: Applicants who meet the experience requirement will be asked to demonstrate the ability to write a switch order during a technical interview, using station prints, to clear or bypass the above listed equipment in a technical interview. The technical interview will also include other relevant aspects of substation operations within an Electrical Transmission Utility.

Applicants who meet the technical interview requirements will be rated qualified and may be referred for employment consideration at duty locations with vacant positions as indicated on your geographic sheet.

CAREER TRANSITION ASSISTANCE PROGRAM/INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (CTAP/ICTAP): Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority selection. See Basis for Rating for definition of 'well qualified'. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible. **NOTE:** For CTAP/ICTAP, well qualified for non-status applicants means an applicant who scores 85 points or higher prior to the addition of veteran's preference, if applicable. For additional information please refer to <http://www.opm.gov/>.

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info: <http://www.usajobs.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOL>

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your complete application packet that includes all of the following:

1. Your resume, or other application, that fully describes your education and experience.
2. **Detailed Switching Order. Failure to submit a will result in a rating of not qualified.**
3. **Complete & Current Non-Employment Driving Record (dated within the last 3 months and covering the last 3 years). Must be submitted with your application. Failure to provide will result in a rating of not qualified.**
4. All applicants are encouraged to complete and submit **BPA Form F3330-11e**, Applicant Disability, Race/National Origin and Gender Identification form (attached).

REQUIRED INFORMATION ON RESUME*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Country of citizenship.
5. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
6. **Work experience** (Paid and non-paid experience related to the job for which you are applying. Include job title (**YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), salary, hours worked per week, salary).
7. Indicate if we may contact your current supervisor.
8. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

****Please note: if your resume or application does not provide all the information requested in the vacancy announcement, you will not receive any further consideration.**

FORMS AVAILABILITY: All application materials may be obtained from Bonneville Power Administration Human Resources offices by calling 503-230-3810, or 1-877-975-4272. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov>

If you have questions, you may call the Employment Center at 503-230-3810, or 1-877-975-4272.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If mailing your application, please send to the following address: Bonneville Power Administration, ATTN: Talent Acquisition - NHQ-1, PO Box 3621, Portland, OR, 97208-3621.

RECEIPT OF APPLICATION:

Your complete application which includes your resume/application, detailed switching order, completed geographic availability sheet, and complete & current Non-Employment driving abstract must be received no later than 11:59pm Pacific Time (PT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 11:59pm PT.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications may be sent to 503-230-3149. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The **Announcement Number** must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

What to Expect Next:

You will receive notification that we have received your application. This notification will also explain our process in more detail. **Please note:** Due to the high-volume of applications received, there may be a delay before you receive notification.

You may check the status of closed vacancy announcements on our website at:

http://www.jobs.bpa.gov/Job_Search/index.aspx

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Legal and Regulatory Guidance

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

GEOGRAPHIC AVAILABILITY FORM
Substation Operator / D.C. Substation Operator

NAME	ANNOUNCEMENT # 7064-09-DH	DATE:
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Although this announcement is advertised for Multiple Locations, It is **not intended** to convey any implications nor expectations that positions will be filled all at locations. In some case, advertised duty locations may not have a vacancy during the open period of this announcement.

I am available for work as a Substation Operator at the following locations.

(Check **ONLY** the locations for which you are available and willing to accept employment).

<u>OREGON</u>		<u>WASHINGTON</u>		<u>IDAHO</u>	
ANYWHERE		ANYWHERE		ANYWHERE	
Albany		Aberdeen		Burley	
Bandon		Bremerton (Kitsap)		Idaho Falls	
Fairview		Bridgeport (Chief Joseph)		Lewiston	
Florence (Wendson)		Centralia (C.W. Paul)		Sandpoint	
Goshen (Alvey)		Chehalis			
Hillsboro (Keeler)		Colville			
				<u>MONTANA</u>	
La Pine		Custer		ANYWHERE	
Malin		Ellensburg		Columbia Falls (Conkelley)	
North Bend		Kent (Covington)		Garrison	
Oregon City (Ostrander)		Longview (Maintenance H.Q.)		Hot Springs	
Redmond		Malaga (Valhalla)		Kalispell	
Reedsport		Newport		Libby	
Rufus (John Day)		North Bonneville		Missoula	
Salem (Chemawa)		Olympia		Taft	
Salem (Keizer)		Pasco (Franklin)			
Stayton (Marion)		Port Angeles			
The Dalles		Raymond			
Troutdale		Richland (Ashe)			
Umatilla (McNary)		Rock Island (Columbia)			
Wilsonville (Pearl)		Snohomish			
		Spokane (Bell)			
		Vancouver (Alcoa)			
		Vancouver (Ross)			
		Wenatchee (Sickler)			

**U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER ADMINISTRATION
EMPLOYEE REFERRAL PROGRAM (ERP) FORM**

Instructions: The referring employee completes and submits this form by midnight of the closing date of the announcement to Human Resources via mail - NHQ-1, E-mail - jobs@bpa.gov, or Fax - 503-230-3149. Separate forms must be submitted for each application. ERP Awards will not be authorized without a complete and timely form.

PART 1- APPLICANT INFORMATION

APPLICANT'S NAME

ANNOUNCEMENT NUMBER

POSITION

PART 2 – REFERRING BPA EMPLOYEE INFORMATION

EMPLOYEE NAME

TELEPHONE NUMBER

POSITION/JOB

ROUTING

IMPORTANT: The ERP does not allow referrals for any of the following employee relatives:

<i>Husband</i>	<i>Step uncle</i>	<i>Step sister</i>
<i>Father</i>	<i>Nephew</i>	<i>Sister-in-law</i>
<i>Stepfather</i>	<i>Step nephew</i>	<i>Aunt</i>
<i>Father-in-law</i>	<i>Wife</i>	<i>Step aunt</i>
<i>Son</i>	<i>Mother</i>	<i>Niece</i>
<i>Step son</i>	<i>Step mother</i>	<i>Step niece</i>
<i>Son-in-law</i>	<i>Mother-in-law</i>	<i>Grandparents</i>
<i>Brother</i>	<i>Daughter</i>	<i>Step grandparents</i>
<i>Half brother</i>	<i>Step daughter</i>	<i>Grandchild</i>
<i>Step brother</i>	<i>Daughter-in-law</i>	<i>Step grandchild</i>
<i>Brother-in-law</i>	<i>Sister</i>	<i>First cousin</i>
<i>Uncle</i>	<i>Half sister</i>	<i>Step first cousin</i>

☐ I DECLARE THE APPLICANT I AM REFERRING IS NOT A RELATIVE AS DESCRIBED ABOVE.

FOR PERSONNEL SERVICES USE ONLY

APPROVED BY

APPROVAL DATE

HIRE DATE

ONE YEAR AWARD DATE

APPLICANT DISABILITY, RACE/NATIONAL ORIGIN AND GENDER IDENTIFICATION
(Please read the instructions and Privacy Act Statement before completing this form)

PRIVACY ACT STATEMENT

This data is being collected to plan and evaluate the agency's recruitment of persons with disabilities, minorities and women, and to help ensure that agency personnel practices meet the requirements of Federal law and regulation. The data you supply will be used for statistical analysis only. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.** Failure to provide this information will have no effect on the processing of your application for Federal employment. Individual personnel selections are not made based on this information.

Authority: Sections 1302, 3301, 3302, 3304 and 7201 of Title 5 of the U.S. Code, Section 2000e of Title 42 of the U.S. Code; and Section 791 of Title 29 of the U.S. Code.

1. Vacancy Announcement Number	2. Position Title, Series, Grade
3. Name (Last, First, Middle Initial)	

5. Gender ☐ Male ☐ Female

6. SECTION A. DISABILITY STATUS

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A person is disabled if he or she has a physical or mental impairment, which substantially limits one or more major life activities. Please read the disability descriptions below and then write the two-digit numeric code in the box above which best describes your disability, if any. If you have more than one disability, choose the one which results in the most substantial limitation.

01. I do not wish to identify my handicap status.

05. I do not have a disability

SPEECH/HEARING/VISION IMPAIRMENTS

13. Severe speech malfunction or inability to speak; hearing is normal (Examples: defects of articulation [unclear language sounds]; stuttering; aphasia [impaired language function]; laryngectomy [removal of the "voice box"]).

15. Hard of hearing (Total deafness in one ear or inability to hear ordinary conversation, correctable with a hearing aid).

16. Total deafness in both ears, with understandable speech.

17. Total deafness in both ears, and unable to speak clearly.

22. Ability to read ordinary size print with glasses, but with loss of peripheral (side) vision (Restriction of the visual field to the extent that mobility is affected – "Tunnel vision").

23. Inability to read ordinary size print, not correctable by glasses (can read oversize print or use assisting devices such as glass or projector modifier).

24. Blind in one eye

25. Blind in both eyes (no usable vision, may have some light perception)

MISSING EXTREMITIES

27. One hand

28. One arm

29. One foot

32. One leg

33. Both hands or arms

34. Both feet or legs

35. One hand or arm and one foot or leg

36. One hand or arm and both feet or legs

37. Both hands or arms and one foot or leg

38. Missing both hands or arms and both feet or legs.

NONPARALYTIC ORTHOPEDIC IMPAIRMENTS (Because of chronic pain, stillness, or weakness in bones or joints, there is some loss of ability to move or use a part or parts of the body.)

44. One or both hands

45. One or both feet

46. One or both arms

47. one or both legs

48. Hip or pelvis

49. Back

57. Any combination of two or more parts of the body

PARTIAL PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is some loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

61. One hand

62. One arm, any part

63. One leg, any part

64. Both hands

65. Both legs, any part

66. Both arms, any part

67. One side of the body, including one arm and one leg.

68. Three or more major parts of the body (arms and legs)

7. COMPLETE PARALYSIS (Because of a brain, nerve, or muscle problem, including palsy and cerebral palsy, there is complete loss of ability to move or use a part of the body, including legs, arms, and/or trunk.)

70. One hand

71. Both hands

72. One arm

73. Both arms

74. One leg

75. Both legs

76. Lower half of body, including legs

77. One side of body, including one arm and one leg

78. Three or more major parts of body (arms and legs)

OTHER IMPAIRMENTS

80. Heart disease with no restriction or limitation of activity (*History of heart problems with complete recovery.*)

81. Heart disease with restriction or limitation of activity

82. Convulsive disorder (*e.g. epilepsy*)

83. Blood disease (*e.g. sickle cell anemia, leukemia, hemophilia*)

84. Diabetes

86. Pulmonary or respiratory disorders (*e.g. tuberculosis, emphysema, asthma*)

87. Kidney dysfunction (*e.g. if dialysis [Use of an artificial kidney machine is required]*)

88. Cancer (*a history of cancer with complete recovery*)

82. Cancer (*undergoing surgical and/or medical treatment*)

90. Mental retardation (*Chronic and lifelong condition involving a limited ability to learn, to be educated, and to be trained for useful productive employment as certified by a State Vocational Rehabilitation agency under section 213.3102(t) of Schedule A.*)

91. Mental or emotional illness (*A history of treatment for mental or emotional problems.*)

92. Severe distortion of limbs and/or spine (*e.g. dwarfism, severe distortion of the back*)

93. Disfigurement of face, hands, or feet (*e.g. distortion of features on skin, such as those caused by burns, gunshot injuries, and birth defects [gross facial birthmarks, club feet, etc.]*)

94. Learning disability (*A disorder in one or more of the processes involved in understanding, perceiving, or using language Or concepts [spoken or written]; e.g. dyslexia.*)

06. I have a disability, but it is not listed above: Describe below:

SECTION B. ETHNICITY AND RACE IDENTIFICATION: Specific Instructions: The two questions below are designed to identify your ethnicity and race. **Regardless of your answer to question 1, go to question 2.**

Question 1. Are you Hispanic or Latino? (*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*)

☐ Yes

☐ No

Question 2. Please select the racial category or categories with which you most closely identify by placing an "X" in the appropriate box(s). Check as many as apply.

RACIAL CATEGORY (Check as many as apply)	DEFINITION OF CATEGORY
<input type="checkbox"/> American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (<i>including Central America</i>), and who maintains tribal affiliation or community attachment.
<input type="checkbox"/> Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black or African American	A person having origins in any of the black racial groups of Africa
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.